

## Recruiting and Job Posting Guidelines

The following guidelines govern how recruiters may use and be served by departments/offices of Oregon Tech (Oregon Institute of Technology). These guidelines adhere to the [Family Educational Rights and Privacy Act](#) (FERPA), the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#), and the [policies](#) of Oregon Tech.

Oregon Tech Career Services reserves the right to refuse services to any employer in any of the following instances:

- A review of the specific opportunity or nature or status of the company suggests that it is inappropriate or unsafe for the service population.
- Misrepresentation or fraud, whether by dishonest information or absence of information.
- Harassment of Oregon Tech students, alumni, faculty or staff.
- Discrimination by an employer in violation of laws or Oregon Tech policies.
- Violation or failure to adhere to Oregon Tech Career Services policies, Oregon Tech policies, or local, state, or federal laws.

### DISCRIMINATION

Employers must follow [US Department of Labor](#), the [Americans with Disabilities Act](#), [EEOC Regulations](#), and local, state and federal laws.

These include, but are not limited to:

- a. Make reasonable accommodations for a person with disabilities so that they may participate in the recruitment activities.
- b. Avoid the use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- c. Refuse to screen and select resumes/candidates for interviews/employment based upon the race, religion, age, national origin or ancestry, gender, sexual orientation, mental or physical disability, marital status, or veteran status of a candidate (defined to include current students/enrollees and alumni).

### ON-CAMPUS RECRUITING

Employers wishing to participate in On-campus Recruiting activities (such as information sessions, on-campus interviews, career fairs, etc.) should in good faith have the intention to recruit for the following:

- a. Full-time position requiring at least a four-year degree; and offer salary or salary/commission combination (no commission only) -OR-
- b. Internship position providing professional-level experience and training requiring ongoing supervision and feedback to interns; and clearly stated compensation level. Any deviance from this guideline must be fully disclosed and authorized by Oregon Tech Career Services.

Cancellations: Employers who cancel an interview schedule once the student sign up period has opened are responsible for contacting the students to inform them of the cancellation.

Interview Space: Interview space is granted on a space available basis.

Interview Times: Interviews should be scheduled during university business hours.

## PRE-SCREENING

All employers, recruiters, and other professionals will screen and refer applicants based upon job-related criteria only.

## JOB POSTING

To be equitable, all positions must be posted on Handshake, Oregon Tech's online career management system. All positions and employers are subject to approval by Career Services, and must meet the following minimum guidelines:

- a. Positions must be full-time entry-level or experienced/alumni (in US), part-time (local to Oregon), or paid internship.
- b. Third Party Recruiters must identify themselves as such.
- c. Job postings must be actual, current openings.
- d. Job postings must not deal with anything that is sexually explicit, obscene, libelous, defamatory, physically threatening, or illegal.
- e. Job postings should not require fees or start-up costs of applicant; all such fees shall be paid by the employer.
- f. Job postings must clearly identify the position's responsibilities, the identity of the employer, and the type of business of the position and the employer.
- g. Door-to-door sales positions will not be approved.
- h. Re-disclosure of student information is prohibited. Employers who receive students' resumes and educational information may not transmit student information to any other employer or third party, and not to others within the employing company for any purpose other than employment purposes.
- i. Job postings and internship postings (made by for-profit companies) must meet minimum wage criteria for the state in which the job or internship is located. Exceptions will be made if total compensation includes in-kind items such as housing.
- j. To be approved, internship positions must be paid and follow the criteria for an internship experience as defined by NACE.

In addition to minimum guidelines, Oregon Tech attempts to curate the jobs posted to our job board by position type and geography so that they meet student needs. If job postings are rejected and employers feel this was in error, they may contact [career@oit.edu](mailto:career@oit.edu) for a review.

## STUDENT PRIVACY

All candidate information provided to an employer is released only to the employer for hiring purposes related to the identified job posting. Re-disclosure is not permissible in accordance with the [Family Educational Rights and Privacy Act](#).

## JOB OFFERS

**EMPLOYERS:** When offering a position, please give applicants reasonable time to respond. High pressure techniques like exploding salary bonuses and/or unreasonably short deadlines to persuade students/alumni to accept job offers should not be used.

## PAYMENT FOR RECRUITING EVENTS

Registered employers for recruiting events will receive an email receipt of registration/reservation with an invoice. Payments must be received no later than two weeks prior to the date of the fair or event. Exceptions may be made for government payments with prior arrangement

Oregon Tech Career Services accepts checks, VISA, Mastercard, and Discover. Submission of the registration by an employer is considered a reservation and an agreement to the Payment Policy.

**REFUND REQUIREMENTS:** Oregon Tech Career Services must receive **via email** a written cancellation notice. This cancellation notice must be received **at least 14 days prior to the fair or event** for which the employer registered. Please understand that the University Business Office issues refunds on behalf of Career Services, so this process, though expedited as quickly as possible, will not be immediate. **If cancellation in writing is received after the cancellation deadline (14 days), all fees paid are forfeited.**

## VIOLATIONS

All violations will be investigated on a case-by-case basis. If an employer is found to be in violation of the above policies, access to services may be revoked.